

SELECTION PROCESS

Candidates are required to complete a City of Auburn employment application. Applications for the position will be accepted until position filled.

Only the most qualified candidates in relation to the needs of the City will be invited to participate in a testing process. The selected candidate will be required to successfully complete a background investigation and physical examination. Applications and further information may be obtained by contacting the following:

City of Auburn
Administrative Services
1225 Lincoln Way, Room 1
Auburn, CA 95603

530-823-4211 Ext. 113
Fax 530-823-4209
Email auburnhr@auburn.ca.gov

Website: www.auburn.ca.gov

Open Until Filled

Provisions of this bulletin do not constitute nor guarantee an express or implied contract for employment and may be revoked or modified without notice.

CITY OF AUBURN



INVITES APPLICATIONS FOR

PART-TIME

BUS DRIVER

THE COMMUNITY

Majestic views of the American River Canyon, vistas of the Sierra Nevada Mountains, wooded hills and ravines, and streams winding through small valleys characterize the site of the City of Auburn. From its origins in the 1850's, Auburn has emerged as a community of strong historic character, yet serves as a growing economic center. Today, the City comprises approximately 7.5 square miles and has a population of 13,905.

The City of Auburn is located on the western slope of the Sierra Nevada mountain range at elevations between 1,000 and 1,400 feet. This provides the advantage of being above the valley fog and below the Sierra snow line. At the crossroads of I-80 and Highway 49, Auburn is the county seat of Placer County and is an important retail trade center. The City is emerging as a destination point for those enjoying the variety of activities available in the area from white water rafting, horseback riding to snow skiing and hiking. Unique shopping and dining experiences can be enjoyed in the historic ambience of Downtown and Old Town.

CITY GOVERNMENT

Auburn is a General Law City, operating under the Council-Manager form of municipal government. It is governed by five Council members elected at large for four-year terms. The City Manager oversees the City staff of 74 in the administration of the day-to-day operations

THE POSITION

The City of Auburn is seeking to hire a part time bus driver. Under general direction from the Public Works Management staff this position will operate a bus over designated routes to transport passengers, some of whom are developmentally or physically

disabled, and to perform related work as required. Auburn Transit operates bus service six days a week.

THE IDEAL CANDIDATE

The ideal candidate should bring the following attributes and abilities:

Example of Duties:

- ◆ Ability to drive a bus over a designated route in accordance with a time schedule.
- ◆ Pick up and off load passengers at pre-arranged locations.
- ◆ Assist passengers in boarding and departing the bus.
- ◆ Secure all wheelchairs with proper devices.
- ◆ Maintain order among passengers on the bus.
- ◆ Render aid to passengers in an emergency.
- ◆ Make regular safety inspections of bus.
- ◆ Perform minor repair and maintenance of bus.
- ◆ Regularly wash bus, inside and out.
- ◆ Maintain daily records of bus operation.
- ◆ Collect fares and issue passes to passengers.

Required Qualifications:

Possession of a valid Class A or B California driver's license with a Passenger Endorsement, a current medical certificate, along with either: **A** - a General Public Paratransit Vehicle Certificate; **B** - a S.P.A.B Certificate; or **C** - a School Bus Certificate. In addition, one year of paid driving experience involving the transportation of passengers.

Desirable Qualifications:

1. Knowledge of safe driving practices, provisions of the California Motor Vehicle Code applicable to the operation of vehicles in the transportation of passengers.
2. Knowledge of Basic First Aid practices.
3. Understanding of maintenance and emergency repair on a bus.
4. Ability to drive a bus and other automotive equipment safely and efficiently.

5. Ability to maintain order among passengers on a bus.
6. Excellent oral and written communication skills.
7. Establish and maintain cooperative relationships with individuals in the course of work.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Field environment; travel from site to site; extensive public contact; exposure to all types of weather and temperature conditions; noise; dust; fumes; noxious odors, and gases.

Physical: Primary functions require sufficient physical ability to operate a passenger bus for extended periods of time; push; pull; bend; lift, And /or carry moderate amounts of weight; twist; climb steps; operate assigned vehicles.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

COMPENSATION PACKAGE

Current Salary: \$18.28 per hour

This position is temporary part-time